

Employee Last Name: \_\_\_\_\_ Employee Start Date: \_\_\_\_\_



**DEVELOPMENT AND ALUMNI RELATIONS**

**Training Acknowledgement for Advance Web Access**

*Addendum to the Security and Use Statement*

**Please return to:**

**Advancement Services**  
DEVAR Help Desk  
1460 Drew Avenue, Suite #100  
Davis, CA 95618

All videos can be found under the secure website: <http://ais.ucdavis.edu/> by clicking on the **\*\*New\*\*** Advance Online Training left hand navigation link.

<input type="checkbox"/> <b>REPORTS ONLY:</b> <i>Prerequisite:</i> Kerberos Username and Password <b>Security</b> <ul style="list-style-type: none"> <li>• Advance Web Security Video</li> </ul> <b>Under Quick Start</b> <ul style="list-style-type: none"> <li>• Videos #1 – #6</li> </ul>	<input type="checkbox"/> <b>INQUIRY:</b> <i>Prerequisite:</i> REPORTS ONLY <b>Under Bio Maintenance Videos</b> <ul style="list-style-type: none"> <li>• Bio Maintenance #1: How to Do a “Less is best” Entity lookup</li> </ul>
<input type="checkbox"/> <b>MAINTENANCE:</b> <i>Prerequisite:</i> INQUIRY <b>Under Bio Maintenance Videos</b> <ul style="list-style-type: none"> <li>• Video #2 – #9</li> </ul> <b>Under Development Staff Videos</b> <ul style="list-style-type: none"> <li>• #7 – How to Create a Contact Report</li> </ul>	<input type="checkbox"/> <b>DEVELOPMENT OFFICERS</b> <i>Prerequisite:</i> MAINTENANCE <b>Under Development Staff Videos</b> <ul style="list-style-type: none"> <li>• Video #1 - #6</li> </ul>

Note: If PMATS access is needed, please refer to the Form: *Training Acknowledgment for PMATS Access*

I acknowledge that I have watched the above Advance training materials that pertain to my job function. I understand that I am responsible for all entries made thereunder.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Job Function: \_\_\_\_\_

I acknowledge that the above employee has watched the above videos that directly pertain to their job function. I authorize the appropriate security rights and profile be assigned to this employee in the AIS systems to perform their job function.

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Dept/ Unit: \_\_\_\_\_

*Internal Use Only:*

AIS Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Quick Start Videos:</b></p> <ul style="list-style-type: none"> <li>○ Video #1: Introduction to Advance Web and Advance Web Login</li> <li>○ Video #2: Navigation in Advance Web</li> <li>○ Video #3: Lookups Part One</li> <li>○ Video #4: Lookups Part Two</li> <li>○ Video #5: Entity Overview</li> <li>○ Video #6: Advance Web Reports</li> </ul>	<p><b>Bio Maintenance Videos:</b></p> <ul style="list-style-type: none"> <li>○ Bio Maintenance #1: How To Do a "Less is Best" Entity Lookup</li> <li>○ Bio Maintenance #2: How To Add A New Entity Record</li> <li>○ Bio Maintenance #3: How To Add An Address</li> <li>○ Bio Maintenance #4: How To Add A Telephone Number</li> <li>○ Bio Maintenance #5: How To Add An E-Mail Address</li> <li>○ Bio Maintenance #6: How To Add A Web Address</li> <li>○ Bio Maintenance #7: How To Add A Marital Link</li> <li>○ Bio Maintenance #8: How To Add An Alias and/or Nick Name</li> <li>○ Bio Maintenance #9: How To Make A Primary Name Change</li> </ul>
	<p><b>Development Staff Videos:</b></p> <ul style="list-style-type: none"> <li>○ 1 - DO Home Page</li> <li>○ 2 - Quick Links</li> <li>○ 3 - Entity Overview Screen</li> <li>○ 4 - Prospect Overview Screen</li> <li>○ 5 - Proposal Overview Screen</li> <li>○ 6 - Left Hand Navigation Tree</li> <li>○ 7 - How to Create a Contact Report</li> <li>○ 8 - Add a Prospect to PMATS</li> <li>○ 9 - Update and Maintain a Prospect Record</li> <li>○ 10 - Add/Update RM or TM</li> <li>○ 11 - Add New Ask/Proposal</li> <li>○ 12 - Update and Maintain an Existing Ask</li> <li>○ 13 - Add/Update Solicitation Team</li> </ul>